



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Assistant 2 [Classified Competitive]			Salary P21 \$51,529.96 - \$72,953.40
Posting Number 117-16	Position Number 070644	Number of Positions 1	Posting Period * From: 9/6/16 To: 9/20/16
Location: Division of HIV, STD and TB Services Office of the Assistant Commissioner 50 East State Street - 3rd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Liaison between the Division of HIV, STD and TB Services and Human Resources Services, Management and Administration and Building Management. Coordinates all requests for classification, recruitment, employee health and benefits, payroll and employee relations. Performs all aspects of Personnel Management to include transfers, separations, leaves, new hires, retirements, reclassification, discipline and other related personnel actions. Maintains confidential personnel files. Attends regularly scheduled Human Resource Liaison Meetings. Coordinates vacancy postings, receipts of resumes, interviewing and hiring. Attends interviews of job applicants, and conducts divisional new employee orientation and confidentiality training. Maintains new and revised personnel policies and procedures, directives, and other communications published by Human Resources Services and Civil Service Commission and develops plans and procedures for implementation within the Division. Coordinates the completion of administrative reports such as organizational and confidential information in support of program activities, time and attendance, leaves, terminations transfers, salaries, discipline and performance. Coordinates services such as mail, repairs, maintenance, space allocations and moves. Lead contact for facility management issues within the space allocated for the division to include work space, furniture, storage and maintenance. Coordinates formal departmental and outside training for the Division of HIV, STD and TB Services. Communicates training opportunities available to staff.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Dawn Costello, Executive Assistant 2
HIV, STD and TB Services
Reference Posting #
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0363**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTHIVAIDS@doh.nj.gov

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**